



**A. Sole Proprietorship (Individual) or**

[illegible][illegible][illegible][illegible]

**C. Corporation or**

[illegible][illegible][illegible]

## D. Trust

Name of Trust

Trustee's Name

Trustee's Street Address

Daytime Phone

Evening Phone

City

State

Zip

Cell Phone

Fax #

\*Email Address: (Please Print)

## IV. CONTACT INFORMATION

Contact name or address changes MUST be reported to the Department within 10 days of the change.

### A. ADMINISTRATIVE AGENT

Who should we contact for business purposes, such as annual license renewal?

☐ Owner as listed. ☐ Administrative Agent as listed below

Agent's Name

Agent's Street Address

Agent's Company Name (if applicable)

City

State

Zip

Daytime Phone

Evening Phone

Cell Phone

Fax #

\*Email Address (Please Print)

### B. MANAGING AGENT

Who is responsible for the day-to-day management of the rental facility?

☐ Owner as listed. ☐ Administrative Agent listed above. ☐ Other firm or individual listed below

Management Representative's Name

Management's Street Address

Management Company Name (if applicable)

City

State

Zip

Daytime Phone

Evening Phone

Cell Phone

Fax #

\*Email Address (Please Print)

**C. LEGAL – must be provided**

Owners residing in Maryland may designate themselves.

Those who do not reside in Maryland **MUST** designate a Legal Agent who resides within the State of Maryland.

- ❖ The Legal Agent cannot be your tenant.
- ❖ You must provide the Legal Agent's MARYLAND HOME address.
- ❖ The Legal Agent MUST sign below to accept responsibility as agent.

☐ Owner designates self as Legal Agent and resides in the STATE OF MARYLAND  
(Home address provided under Ownership Information.)

☐ Owner designates the below named Maryland resident as Legal Agent

Legal Agent's Name

Legal Agent's HOME Street Address

Daytime Phone

Evening Phone

\_\_\_\_\_Maryland\_\_\_\_\_

City

Zip

Cell Phone

Fax #

**\*Email Address (Please Print)**

[illegible]

***I understand and accept responsibility as Legal Agent for service of legal process:***

**X**

**Legal Agent's Signature**

Date \_\_\_\_\_

## V. LEAD POISONING PREVENTION CHECKLIST – must be completed

Maryland law requires that all owners of residential rental property comply with the State Lead Poisoning Prevention requirements and that proof of compliance be provided to local government before authorizing a property to be rented.

### Please Note:

- ❖ You MUST provide the following information before your property will be licensed to operate as a rental facility in Montgomery County.
- ❖ Further information regarding Lead Poisoning Prevention and compliance may be obtained through Maryland Department of the Environment (MDE) online at [www.MDE.state.md.us](http://www.MDE.state.md.us) or by telephone at 1-800-633-6101 or 410-537-4199.
- ❖ Copies of certificates must be provided for units built before January 1, 1978.

### 1. Was this residential rental property built before January 1, 1978?

Yes ☐ No ☐ Year Built \_\_\_\_\_.

If YES, you **must** answer the remaining questions. If NO, skip to signature.

### 2. Is this property registered with MDE?

Yes ☐ No ☐

\*If YES, enter MDE Tracking # \_\_\_\_\_,  
(Formerly referred to as the MDE owner number.)

\*If NO, please contact (MDE) online at [www.MDE.state.md.us/lead](http://www.MDE.state.md.us/lead) or  
by telephone at 1-800-633-6101 or 410-537-4199 for information on registration requirements

### 3. Is the property registration current?

Yes ☐ No ☐

\*If NO, please contact (MDE) online at [www.MDE.state.md.us/lead](http://www.MDE.state.md.us/lead) or  
by telephone at 1-800-633-6101 or 410-537-4199 for information on registration requirements

### 4. What is your Lead Inspection Certificate # for current tenancy \_\_\_\_\_

\*Copies of Lead Inspection Certificates Must be Provided for Properties Built Before 1978\*

NOTE: All multi-family properties built before 1978 MUST list Lead Inspection Certificate #'s for each rental unit.

## VI. LEASE AGREEMENT

☐ I have attached a copy of the lease agreement being offered to prospective tenants, including all lease addenda, rules and regulations and rental application forms referenced in the subject lease **or**

☐ I will be using the County's sample lease agreement approved by the Montgomery County Commission on Landlord-Tenant Affairs

## VII. OWNER'S SIGNATURE (Agent signature not acceptable)

*I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in property ownership, owner address, or agent/contact information that I must notify Montgomery County Department within 10 days of the change.*

**X** \_\_\_\_\_

Owner's Signature (Agent signature not acceptable)

\_\_\_\_\_ Date

\_\_\_\_\_ Print or Type Name of Person Signing

### HAS THE OWNER:

- ☐ Enclosed a copy of the rent roll for this multi-family? ☐ Signed the Application?
- ☐ Designated a Legal Agent in Maryland? ☐ Completed Lead Poisoning Prevention Checklist?
- ☐ Enclosed copy of lease being used (with addenda) or confirmed using County's sample lease?
- ☐ Enclosed Payment? ☐ **Made Check Payable to Montgomery County, Maryland?**